

**CLASS TITLE:                    EQUAL OPPORTUNITY OFFICER**

**Class Code: 02730200**  
**Pay Grade: 23A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To act as a liaison in assisting state agencies in a program designed to assure equal opportunity and affirmative action.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed for results attained and for conformance to laws, rules and regulations.

**SUPERVISION EXERCISED:** Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To act as a liaison in assisting state agencies in a program designed to assure equal opportunity and affirmative action.

To continuously make contact with the agency's Employee Relations Officer to discuss the goals of equal opportunity and to develop awareness towards affirmative action.

To provide counseling for employees or applicants who believe they have been discriminated against because of race, color, religion, sex, age, national origin, sexual orientation, or handicap, and to investigate those complaints as directed.

To act as an advisor to the agency's Equal Opportunity Advisory Committee and assist in the preparation of the Affirmative Action Plan.

To audit Affirmative Action Plans to determine if the equal opportunity goals are being met.

To be responsible for following federal and state legislation acts, interpreting their provisions concerning equal opportunity programs and enforcement.

To conduct an Exit Interview Program for all employees terminating from state service.

To evaluate the Equal Opportunity and Affirmative Action programs of all companies doing business with the state, and in the state, when requested.

To monitor the state's contract compliance program and provide compliance reviews as directed.

To participate in the development and implementation of programs for training, education, job redesign and career counseling to assure opportunities for the upward mobility of employees.

To act as an advisor to department directors and other supervisory personnel as to the aims and requirements of the equal opportunity program.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles, practices, and techniques of equal opportunity work and the ability to apply this knowledge to the problems of realizing equal opportunity; a working knowledge of the causes and effects of discriminatory practices against women and minorities; a familiarity with the state personnel system with regard to hiring, training, and promoting; a familiarity with federal and state laws as they relate to equal opportunity; a familiarity with the organizational structure of state government; the ability to devise programs designed to assure equal opportunity; the ability to maintain effective working relationships with officials, workers and with women and minority groups; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing;  
and

Experience: Such as may have been gained through: employment in a responsible capacity in one of the following fields: counseling persons with problems concerning discrimination or rehabilitation, personnel work, work with deprived or minority groups, social work, or a closely related field.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 1, 1998

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